



MY AFTER SCHOOL PROGRAM
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MY AFTER SCHOOL PROGRAM Parent/Guardian Handbook

My After School Program, Inc. encompasses and covers after school care mentioned in this document and provided at the following Atlanta Public School sites:

Jackson After School at W. T. Jackson Elementary

Morningside After School at Morningside Elementary

Smith After School at Sarah Smith Elementary

SPARK After School at Springdale Elementary

Virginia-Highland After School at Virginia Highland Elementary

www.myafterschoolprogram.com

Program Contact Information

Jackson After School (JAS):

www.myafterschoolprogram.com

Ph: 404-802-8829

EIN: 871773268

Director: Natalie Defoor

natalie@myafterschoolprogram.com

Director: Renee LaClair

renee@myafterschoolprogram.com

Morningside After School (MAS):

www.myafterschoolprogram.com

Ph: 404-416-7179

EIN: 871773268

Director: Patricia Sherman

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Director: Alexis Williams

alexis@myafterschoolprogram.com

Smith After School (SAS):

www.myafterschoolprogram.com

Ph: 404-693-5310

EIN: 871773268

Director: Angel Jones

angel@myafterschoolprogram.com

Director: Lia Gebrekidan

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SPARK After School (SPAS):

www.myafterschoolprogram.com

Ph: 678-699-6643

EIN: 871773268

Director: Brandy Harrison

brandy@myafterschoolprogram.com

Director: Toya Harrison

toya@myafterschoolprogram.com

Virginia-Highland After School (VHAS):

www.myafterschoolprogram.com

Ph:404-433-6126

EIN: 8771773268

Director: Kim Bishop

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Terri Cooke

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Administrative Staff:

Kim Bishop

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Amy Fouts

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Design and Operations Plan

Mission Statement:

The mission of My After School Program is to provide a healthy, safe environment in which teachers provide quality care and enrichment to all students.

Program Description and Daily Activities:

The safety and interests of your children is our primary concern.

- Academic Support- My After School Program provides academic support as an integral part of the daily program.
- Enrichment Activities- My After School Program incorporates a variety of enrichment activity choices in our daily program.
- Convenient Hours- Our programs are open during the school year from 2:15-6:00PM, on the days that school is in session.
- Well-Trained Staff Members- My After School Program staff members are experienced afterschool teachers that receive extensive, on-going training in relevant areas and topics. Staff members are also CPR/First Aid trained.
- Affordable Fees- Providing quality care at an affordable rate is one of our primary goals. The tuition is \$425 per month (see tuition policy below). All families must pay a non-refundable registration fee of \$125.00.
- Program Statement- The program operates on a 20:1 student:staff ratio, 15:1 for PreK. Children must be able to have appropriate behavior and function in a group setting to ensure the safety and well-being of all children.
- Refusal of care- We reserve the right to discontinue childcare to any student enrolled in My After School Program at any time for any reason other than the basis of race, color, religion, gender, national origin, age, veteran status, disability, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.

After School Policies

Ages of Children served, Dates and Times of Operation

My After School Programs serve students that are in grades Pre-K through 5th grade, ages 4-12.

We follow the Atlanta Public School Calendar, operating August thru June, Monday through Friday from 2:15-6:00PM.

We are closed the following dates:

Labor Day October 14-18, 2024 Election Day November 25-29, 2024 December 20-31, 2024 January 1-6, 2025
MLK Day February 17-21, 2025 March 17, 2025 April 7-11, 2025 Memorial Day May 30, 2025 June 19, 2025

Enrollment Policy

All students must be registered with My After School Program prior to participating in the program. All registration must be complete and fees paid online via the parent portal. Students may attend the program at the school they attend only. Every child must have a current immunization form 3231 uploaded to their profile. An enrolled child is eligible to attend five days per week.

Tuition Policy

Tuition for My After School Program, Inc. is as follows:

\$125.00 non-refundable registration per family.

Full-time Tuition is

\$425.00 per month for one child.

\$770 for 2 siblings,

\$915 for 3 siblings.

\$33/day for drop-in.

For our Pre-K locations: Pre-K tuition is \$475/month for one child. No drop-in option is offered for Pre-K.

Tuition is not prorated.

Payments can be made on our website, www.myafterschoolprogram.com.

Fees:

Parents are responsible for tuition attendance cost, in addition to late payment fees (\$50.00), bank returned item fee(e-check) (\$50.00), program schedule change fee (\$100.00), late pick-up fees (\$1.00/minute).

Pick-up and Escort Policy

Children will not be allowed to leave the facility with any person other than parent or authorized person by the rightful parent. ID must be shown and PIN used for sign-out. Students will be picked up from the classroom teacher at the end of the regular school day and signed into the afterschool program.

Each day, an authorized adult **MUST**:

1. Report to the program Director to sign out your child(ren).
2. Sign out your child(ren) using PIN
3. Escort your child out of the building.

Transportation/Fieldtrips/Water Activities

My After School Program will not participate in field trips and will not provide transportation to or from an activity. My After School Program will not provide water related activities in water more than one foot deep.

Special Services/Inclusion

The goal of our programs is to provide a healthy, safe environment in which teachers provide quality care to all students. If special services are needed, the director and parent will discuss the child's needs and we will do everything possible to meet the needs of that student, however, all students must be able to successfully participate in the program without disruption. PLEASE DISCUSS ANY SPECIAL NEEDS WITH US PRIOR TO THE START OF THE PROGRAM.

Snacks

Snacks are provided to students who attend My After School Program. We purchase nut-free, pre-packaged snacks and fruit and offer a variety of choices daily. If your child has an allergy, please note this on your registration portal. We are peanut-free programs. You are welcome to send in additional snacks for your child but please label them and only send nut-free snacks.

Program access and Informed Parent Policy

It is the responsibility of My After School Program to keep parents informed of any incidents (illnesses, injuries, behavior issues, adverse reactions to medications, and exposure to communicable diseases) that impacts your child. Parents have access to all areas used by our program after checking in with the program Director.

Updated Information Policy

Parents are responsible for keeping the Director advised of any significant changes as they occur in the enrollment information concerning phone numbers, work locations, emergency contacts, family physicians, etc. This is inclusive of payment information.

Child Abuse Policy

My After School Program Staff are mandated reporters. The law has provisions safeguarding the well-being of child(ren). We must comply with the law as outlined below:

Childcare and daycare personnel having reasonable cause to believe that a child under the age of 18 has had physical injuries inflicted upon him/her by other than accidental means by a parent or guardian, or has been neglected or exploited by a parent or guardian or has been sexually assaulted or sexually exploited, MUST be reported or cause reports to be made to the Department of Human Resources, Child Protection Agency.

Medical Emergency/Injury Policy

In the case of a medical emergency, 911 will be called and students will be transported by ambulance to Children's Health Care of Atlanta, Scottish Rite (for North Atlanta Cluster Programs) and Children's Health Care of Atlanta, Egleston (for Grady Cluster Programs). If the injury does not require 911 assistance, the child will be treated by the Director and a medical report will be completed and given to the parents. The main first-aid kit is housed with the Director, but each teacher has a basic first-aid kit.

Behavior Policy

The safety and interests of your children is our primary concern. Teachers will work closely with students to use positive reinforcement for desired behaviors. When a student has behaviors that need support, My After School Program will redirect students, support students in solving conflicts, assist in managing the relationships, and will communicate with parents so together we can support the child. Teachers will communicate with parents to share positive and undesirable student behavior. If any student has frequent behavior problems that are not improved upon after addressed, then the student who is demonstrating inappropriate and/or dangerous behavior will be suspended from the program. Following the suspension, if the child continues to demonstrate these types of behaviors, he/she will be dismissed from My After School Program. Various techniques will be used by the teachers such as, but not limited to, talking with the student, removing them from the group, time-out, writing about their feelings, parent meetings, and written notification of event or behavior to the parent. . Our programs use a behavior incentive program to support and encourage positive behaviors.

Nondiscrimination and Refusal Of Care Policy

My After School Program reserves the right to discontinue childcare to any student enrolled in program at any time for any reason other than the basis of race, color, religion, gender, national origin, age, veteran status, disability, marital status, or sexual orientation in any of its employment practices, educational programs, services, or activities. My After School Program reserves the right to remove any child demonstrating inappropriate and/or dangerous behavior from the After School Program at any time.

Medication Administration

Medication will not be administered unless it is a life-saving medication which is kept with the Program Director and has prescription information printed on the original packaging. Upon administration, the parents will be notified.

Confidentiality of Student Records:

My After School Program respects the privacy of children and parents. Staff will not discuss confidential information given by parents with other members of staff except where it affects planning for the child's needs or caring for the child.

Late Pick-up Policy

Students must be picked up from the program no later than 6:00pm according to the school clock. A late pick-up fee of \$1.00 per minute is charged after 6:00pm. If a child is not picked up by 7:00pm and we have no communication from parents, DFACS will be contacted.

School Transportation Policy

For schools with two campuses, APS will provide transportation from their campus to the campus that houses the After School Program. No transportation for students will be provided to or from any My After School program by its employees.

Family Engagement Policy

My After School Program, Inc. is committed to building a strong effective partnership with families. We promote family engagement through welcoming parents and caregivers to visit and volunteer in the programs through effective communication between families and My After School Program, Inc. and its Directors. We welcome parents and caregivers to visit the program at any time. Arrangements must be made with the Program Directors prior to visit.

Unacceptable Objects Policy

Any child found with knives, guns, drugs, or other dangerous objects or substances that could cause harm to others will be removed permanently from My After School Program.

Homework and Technology Use Policy

The teachers of My After School Program will guide students in their homework. Students will have a maximum of 1 hour and 15 minutes per day to complete homework. Teachers are not able to assist individual students with long-term projects that require parent involvement. Technology use is allowed in our program for academic use only. Students are allowed to bring their school assigned Chromebook devices to work on academics only. They are 100% responsible for the care and proper use of their devices**Please note homework times on the students' schedule. *If students are picked up prior to the conclusion of the homework hour, assignments may not be complete. While we will make every effort to assist and guide students in completing their homework, the parent has the ultimate responsibility of checking over homework. Students will be given 1 hour and 15 minutes per day to complete homework. Any assignments that have not been completed during this time should be completed at home.*

Program Schedule Change Policy

Program Change Requests must be made in the PARENT PORTAL Via our website and is charged \$100 per change. Program schedule changes will only be allowed before 7/15 for 1st semester and before 12/15 for 2nd semester.

Illness

Attendance of a sick child will not be permitted. If your child becomes sick during the day, the parent/guardian will be notified and required to pick up your child. Sick children will be removed from the group and staff will take every measure to make the student comfortable until the parent arrives. Should your child be exposed to a communicable disease, you will be notified by the Program Director via email.

Inclement and Severe Weather Policy

On days when the school system is closed due to inclement weather the After School Program will be closed. We follow the directives given by APS specific for the school regarding shelter in place and evacuation. It will be the parent or guardian's responsibility to be aware of early school dismissal and to make suitable arrangements.

Emergency/Loss of Power/Water/ Policy

In the event of an emergency, our priority is to ensure the safety of all students. Parents will be notified of the emergency once we ensure the safety of the students. Emergency plans and procedures have been developed with support of the school emergency team and are posted for viewing. Should the school lose power or access to water the parents will be notified.

Parental Agreement with My After School Program.

My After School Program agrees to provide after school childcare for your child during the 2024-2025 school year, following the APS calendar, from 2:15pm-6:00pm.

My After School Program, Inc. will provide snacks daily.

My child(ren) will not be allowed to leave the facility without being escorted by the parent(s), person authorized by parent, or facility personnel.

I acknowledge that it is my responsibility to keep my child(ren)'s records current to reflect any significant changes as they occur. (Telephone numbers, work location, emergency contacts, child's physician, health status, etc.)

My After School Program, Inc. agrees to keep me informed of any incidents (illnesses, behavior, injuries, and exposure to communicable disease) which involve my child(ren).

I acknowledge it is my responsibility to pay tuition on time and understand that failure to do so will result in termination of childcare. Non-payment after the 20th of each month will result in additional fees and potentially discontinued service.

I have received a copy and agree to abide by the policies and procedures for My After School Program, Inc.

I acknowledge that I must have current medical insurance for my child participating in My After School Program, Inc.

I acknowledge that I must have current immunization form on file for each child. (Form 3231).

If the need for childcare provided by My After School Program, Inc. changes and the parent wishes to discontinue services, a two-week written notice is required and \$250 cancellation fee.

Program Change Requests must be made in the PARENT PORTAL Via our website and is charged \$100 per change. Program schedule changes will only be allowed before 7/15 for 1st semester and before 12/15 for 2nd semester.

I understand that the signing parent below is responsible for the tuition payment and that tuition is not prorated.

I hereby give My After School Program, Inc. and its employees permission to provide first aid care for my child(ren).

In the event that I cannot be reached, I hereby authorize My After School Program, Inc. and its employees to authorize transportation of my child to CHOA Emergency Room. I hereby grant my consent for the hospital and its medical staff to provide my child with emergency medical treatment which a physician deems necessary. I agree to accept financial responsibility for all medical expenses incurred.

Signature (parent/guardian) _____ **Date** _____

Printed name _____

Tuition Policy

1. Tuition for Jackson, Morningside, Smith, SPARK After School Programs is as follows:

Pre-K Tuition is \$475/month for one child. No drop-in option is offered for Pre-K.

Full-time Tuition for grades K-5 is \$425/month for one child. \$770 for 2 siblings, \$915 for 3 siblings

Drop-In care is offered for \$33/day

Tuition is not prorated.

Payments can be made through the parent portal on our website.

2. My After School Program, Inc. accepts online payments. Credit card and Bank draft payment options are available. Pay online at www.myafterschoolprogram.com via the parent portal. There is a \$50.00 fee for any payments returned to us by your bank for any reason.

3. **Program Schedule Change Policy**

Program Change Requests must be made in the PARENT PORTAL Via our website and is charged \$100 per change. Program schedule changes will only be allowed before 7/15 for 1st semester and before 12/15 for 2nd semester.

4. **Families are invoiced on the 1st of each month. Autopayment processes on the 5th and again on the 20th for remaining balances. Accounts are to be paid in full each month by the 20th to avoid cancellation of eligibility.**

5. A late pick-up fee of \$1.00 per minute is charged if your child is not picked up by 6:00pm.

6. If tuition goes unpaid for 2 weeks, your child will not be allowed to attend the program until this amount is paid in full. If this is not done, childcare in the program will be discontinued and the student will be replaced with one from the waiting list.

7. In the case of hardship, please contact Kim Bishop to make payment arrangements and to learn of scholarship opportunities.

8. **Tuition is NOT prorated.**

9. I understand that payments are processed through the Eleyo Parent Portal via their secure payment system. We do not house any credit card information in our system.

I understand and agree to the above financial policies and obligations. My electronic signature indicates that I am the parent/guardian responsible for financial obligations.

Schedules

Pre-Kindergarten Classes

2:15-2:45 Student arrival, sign-in, and snack
2:45-3:25 Outside activities
3:25-4:00 Academic activities/literacy/math/music
4:00-4:30 Center choices
4:30-5:15 Activity Block/Enrichment activities
5:15-6:00 Free Choice activities (games/computer/art/dramatic play)
6:00 Student pick-up

Kindergarten Classes

2:15-2:45 Student arrival, sign-in, and snack
2:45-3:25 Outside activities
3:25-4:00 Homework/academic activities
4:00-4:30 Center choices
4:30-5:15 Activity Block/Enrichment activities
5:15-6:00 Free Choice activities (games/computer/art/dramatic play)
6:00 Student pick-up

First Grade Classes

2:15-2:45 Student arrival, sign-in, and snack
2:45-3:25 Outside activities
3:25-4:00 Homework/academic activities
4:00-4:30 Center choices
4:30-5:15 Activity Block/Enrichment activities
5:15-6:00 Free Choice activities (games/computer/art/dramatic play)
6:00 Student pick-up

Second Grade Classes

2:15-2:45 Student arrival, sign-in, and snack
2:45-3:25 Outside activities
3:25-4:00 Homework/academic activities
4:00-4:30 Center choices
4:30-5:15 Activity Block/Enrichment activities
5:15-6:00 Free Choice activities (games/computer/art/dramatic play)
6:00 Student pick-up

Third Classes

2:15-2:45 Student arrival and sign-in Snack
2:45-3:25 Homework/academic activities
3:30-4:15 Outside activities
4:15-5:15 Activity block/Enrichment activities
5:15-6:00 Enrichment activities and free choice activities (games/computer/art/dramatic play)
6:00 Student Pick up

Fourth Grade Classes

2:15-2:45 Student arrival and sign-in Snack
2:45-3:25 Homework/academic activities
3:30-4:15 Outside activities
4:15-5:15 Activity block/Enrichment activities
5:15-6:00 Enrichment activities and free choice activities (games/computer/art/dramatic play)
6:00 Student Pick up

Fifth Grade Classes

2:15-2:45 Student arrival and sign-in Snack
2:45-3:25 Homework/academic activities
3:30-4:15 Outside activities
4:15-5:15 Activity block/Enrichment activities
5:15-6:00 Enrichment activities and free

Extracurricular Programs Information

Extracurricular activities are offered and require an additional fee. If your child participates in the extracurricular activities, they will follow this procedure:

At school dismissal, students will check in with the After School Program, have snack, and will go to their activity. At the conclusion of their activity, the students will be returned to the After School Program and will join their group in the current activity.

Each session's length ranges from 11-16 weeks. (2 semesters)
Cost per activity ranges from \$225-\$490 per session.

Some of the extracurricular programs include:

Dance	STEM	Martial Arts
Chess	Drama	Golf
Art	Robotics	Spanish
Yoga	Lacrosse	Basketball
Soccer	Tennis	STEM

There are two sessions offered: Fall and Winter/Spring

Tentatively, registration opens in late July and early December.

Fall programs begin the first full week after Labor Day in September and the Winter/Spring programs begin the first full week after MLK Day in January.

Information can always be found on our website by selecting the Extracurricular Classes tab.

www.myafterschoolprogram.com